

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**WILLMAR, MINNESOTA**

February 4, 2019  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Shawn Mueske, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Kathy Schwantes was excused from the meeting.

Also present were City Administrator Ike Holland, Police Detective Vince King, Finance Director Steve Okins, City Planner Sarah Swedburg, Human Resource Director Samantha Beckman, and City Clerk Judy Thompson.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda. Council Member Mueske seconded the motion which carried.

City Clerk Judy Thompson reviewed the consent agenda.

- A. Willmar Municipal Utilities Board Minutes of January 28, 2019
- B. Planning Commission Minutes of January 16, 2019
- C. Application for Exempt Permit Willmar Sertoma Club
- D. Review and Approve Summary of City Council Retreat
- E. Accounts Payable January 17 – 30, 2019
- F. Application for Appointment to the Park and Recreation Board – Rand Middleton
- G. Invest In Willmar Board Meeting Summary

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Asmus asked the Item E. be removed for discussion. Council Member Plowman seconded the motion to approve the consent agenda, with the removal of Item E., which carried.

Council Member Asmus inquired about the location of the battery wheel chair lift. Finance Director Steve Okins stated the lift is located in the ice arena bleacher area at the Civic Center. Following clarification, Council Member Asmus offered a motion to approve Item E. Council Member Alvarado seconded the motion which carried.

Bob Enos, Willmar, addressed the Mayor and Council during the Open Forum. Mr. Enos spoke in regard to the Open Meeting Law and transparency of government.

City Planner Sarah Swedburg presented a request to adopt a Citizen Participation Plan and set a public hearing for the 2019 Small Cities Development Program. It was noted the preliminary application was approved by Council in late 2018, and the Minnesota Department of Employment and Economic Development (DEED) has invited the City to move to the second step of submitting a full application which is due on February 28, 2019. To fulfill DEED's final application requirements, it is necessary to adopt a Citizen Participation Plan and hold a public hearing.

Following discussion, **Resolution 19-023 2019 Small Cities Development Program Adopting a Citizen Participation Plan** was introduced by Council Member Fagerlie. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Fagerlie offered a motion to set a public hearing for the 2019 Small Cities Development Program Application for February 19, 2019 at 7:01 p.m. Council Member Alvarado seconded the motion which carried.

The Labor Relations Committee Minutes of January 28, 2019 were presented to the Mayor and Council by Council Member Mueske. Council Member Mueske gave a brief summary and noted all items were for information only.

Item No. 1 Council Member Mueske was elected Chair and Council Member Alvarado Vice Chair.

Item No. 2 Council Member Davis volunteered to join the hiring committee for the Planning and Development Director in addition to Human Resources Director Samantha Beckman and City Administrator Ike Holland. Council Member Schwantes also volunteered to serve on the hiring committee if her schedule permits.

Item No. 3 Various policies will be reviewed by the committee for possible updates. A request was received for issuing a performance pay increase to an employee who has reached the maximum of their pay scale. The City Administrator's review is soon upcoming and the process will be reviewed at an upcoming meeting.

The Labor Relations Committee Report for January 28, 2019, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman, seconded by Council Member Asmus, and carried.

Council Member Mueske offered the following comment: asked fellow Council Members if they have any changes they would like to have made to the process of reviewing City Administrator Ike Holland, to please contact a Labor Committee member.

Council Member Davis offered the following comment: attended the training conference for newly elected officials presented by the League of Minnesota Cities this past weekend, and it was a great experience for her.

Council Member Alvarado offered the following comments: asked everyone to be careful on the ice, and; asked citizens to advise the Council as to what building projects they would like for the City and by working together great things can happen.

Council Member Plowman offered the following comments: Wednesday will be the organizational meeting for the Public Works/Public Safety Committee; Finance Committee will meet on Thursday; he is excited to move forward with the new Committee structure.

Council Member Nelsen offered the following comments: she attended the Coalition of Greater Minnesota Cities Legislative Day last Wednesday and she has packets of information for anyone interested; learned about "Specific Conductance" in wastewater and what is in our water; information on child care, bonding, local government aid, and business grants that are available.

Council Member Fagerlie offered the following comments: thanked everyone that attended the Waffle Feed held this past weekend at Lakeland Elementary School; he will not be present at the February 19<sup>th</sup> Council Meeting.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 7:19 p.m.

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MAYOR

Attest:

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SECRETARY TO THE COUNCIL

**RESOLUTION NO. 19-023**

**2019 SMALL CITIES DEVELOPMENT PROGRAM  
ADOPTING A CITIZEN PARTICIPATION PLAN**

Motion By: Fagerlie

Second By: Asmus

**WHEREAS**, the City of Willmar is applying for Small Cities Development Program funds through the Minnesota Department of Employment and Economic Development, and

**WHEREAS**, participation in the Small Cities Development Program requires the adoption and implementation of a Citizen Participation Plan to comply with the Section 508 of the Housing and Community Development Act of 1974, as amended, and

**WHEREAS**, the purpose of this plan is to provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used.

**NOW, THEREFORE, BE IT RESOLVED** by the Willmar City Council that the attached Citizen Participation Plan be hereby officially adopted for implementation in the City of Willmar's 2019 Small Cities Development Program.

Dated this 4th day of February, 2019 by the Willmar City Council.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK